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TO: M. Rosenberg

DATE: January 29 1991

FROM: S. Parrish SCP

JAN 31 19[illegible]

SUBJECT: R&D Records Administration System Guidelines

Attached is draft language that can be used to circulate approved portions of the R&D manual we discussed earlier this month. It is important that the instructions regarding the attachments are closely followed. If you have any questions on the matter, please phone Clare Purcell on Ext. 4027.

Thanks.

cc: A. DeBaugh
[redacted]

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